



# COMMERCIAL - BUILDING PERMIT APPLICATION

Physical Address/Intersection:		Name of Project:		Within a NFIP Floodway: <b>YES</b> <b>NO</b>	
Abstract/Addition:		Acres/Block:	Lot(s):	Applicant/Owner Phone Number:	
Applicant/Owner:			Applicant/Owner E-mail:		
Mailing Address:		City:	State:	Zip:	
Contractor's Name	Contractor's Phone Number	Contractor's Mailing Address & Zip		<b>VALUATION (PARTS &amp; LABOR ONLY)</b>	

CLASS OF WORK	STRUCTURE USE	STRUCTURE USE	WORK DESCRIPTION
<input type="checkbox"/> NEW	<input type="checkbox"/> Single Family	<input type="checkbox"/> Storage	Living Area: ____ #Units ____ ft <sup>2</sup>
<input type="checkbox"/> ADDITION	<input type="checkbox"/> Duplex	<input type="checkbox"/> Carport	Garage Area: ____ #Units ____ ft <sup>2</sup>
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Patio	Additions: ____ #Units ____ ft <sup>2</sup>
<input type="checkbox"/> REPAIR	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	Accessory: ____ #Units ____ ft <sup>2</sup>
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> <b>STRUCTURE</b> Attached    Detached	Primary Exterior Material: _____	Total Primary Ext. %: _____
		Secondary Exterior Material: _____	Total Secondary Ext. %: _____

Mechanical Sub-Contractor's Name	Mechanical Contractor's Phone #	Mechanical Contractor's Mailing Address	Texas Contractor's License #
Electrical Sub-Contractor's Name	Electrical Contractor's Phone #	Electrical Contractor's Mailing Address	Texas Contractor's License #
Plumbing Sub-Contractor's Name	Plumbing Contractor's Phone #	Plumbing Contractor's Mailing Address	Texas Contractor's License #
Other's Name	Other's Phone #	Other's Mailing Address	Texas Other's License #

Architect Name	Architect Phone #	Architect Mailing Address	Texas Architectural License #
Structural Engineer Name	Structural Engineer Phone #	Structural Engineer Mailing Address	Texas Engineering License #
Mechanical Engineer Name	Mechanical Engineer Phone #	Mechanical Engineer Mailing Address	Texas Engineering License #
Electrical Engineer Name	Electrical Engineer Phone #	Electrical Engineer Mailing Address	Texas Engineering License #
Plumbing Sub-Contractor's Name	Plumbing Engineer Phone #	Plumbing Engineer Mailing Address	Texas Engineering License #
Civil Engineer Name	Civil Engineer Phone #	Civil Engineer Mailing Address	Texas Engineering License #

### INCLUDED WITH APPLICATION

(please refer to back page for reference)

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Site Plan     | <input type="checkbox"/> TDLR #          | <input type="checkbox"/> MEP Plan        | <input type="checkbox"/> Landscaping Plan |
| <input type="checkbox"/> Survey        | <input type="checkbox"/> COM check       | <input type="checkbox"/> Foundation Plan | <input type="checkbox"/> Irrigation Plan  |
| <input type="checkbox"/> Building Plan | <input type="checkbox"/> Asbestos Report | <input type="checkbox"/> Digital Plan    | <input type="checkbox"/> Civil Plan       |
| <input type="checkbox"/> Other: _____  |  |  |   |

### NOTICE – PLEASE READ BEFORE SIGNING

A minimum 48-hour review period begins at 9:00 a.m. on the day following receipt of this application. No work shall be performed, nor any accepted until a permit has been issued.

### CITY OF STEPHENVILLE USE ONLY

Received \_\_\_\_/\_\_\_\_/\_\_\_\_ .m.  
 Approved \_\_\_\_/\_\_\_\_/\_\_\_\_ .m.  
 Contacted \_\_\_\_/\_\_\_\_/\_\_\_\_ .m.  
 Current Zoning Classification \_\_\_\_\_

Applicant Signature:	Applicants Name (Print):	Date:
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**Prior to issuance of a Building Permit, the following items should be submitted in the office of Community Development with an Application for Building Permit. After receiving the necessary items, a review period shall begin.**

### COMMERCIAL / INDUSTRIAL STRUCTURES

1. A scale drawn\* site plan containing the following:
  - (a) All lot lines and lot dimensions
  - (b) All existing and proposed structures
  - (c) Distances between lot lines and buildings ( existing and proposed)
  - (d) Distances between buildings
  - (e) Finished floor elevations
  - (f) Proposed routing of drainage water showing all drain ways, curbs, retaining walls, etc.
  - (g) All required parking spaces and loading areas
  - (h) Driveway approach
  - (i) Neighboring Driveway Approach
  - (j) All existing & proposed utilities
2. A scale drawn\* plan of the building containing the following:
  - (a) All exterior walls and dimensions
  - (b) All interior walls and partitions
  - (c) Location of all plumbing fixtures, HVAC units and electrical appliances
  - (d) Engineered Mechanical, Plumbing, Electrical & Structural
3. Engineered drainage plan.
4. Landscape plan. *Landscape plan is not required to be prepared by a registered or certified professional).*
5. Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)? Yes \_\_\_\_ No\* \_\_\_\_

Date of survey: \_\_\_\_/\_\_\_\_/\_\_\_\_ TDH Inspector License No. \_\_\_\_\_

*\*If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Stephenville.*

6. Com Check report
7. TDLR – AB Registration Number: \_\_\_\_\_
8. Provide a digital format of a final site plan, floor plan and drainage plan on all commercial and multi-family structures.

#### Digital Submittal

- a. All electronic files are to be provided in AutoCAD 2009 dwg. file format or later versions.
  - b. All external references files must be combined with the dwg submittal.
  - c. CD-R may be 650MB, 700MB or larger, (NO ZIP or EXE files shall be submitted with drawings.)
9. NOTE: Under certain conditions, some or all of the following may be required:
    - a. Structural engineering as per TEPA rules
    - b. Other items as may be required by the Staff

### NOTICE – PLEASE READ BEFORE ISSUING A PERMIT

*Two (2) copies of the Form Board Survey is required to be submitted to the City of Stephenville prior to any foundation inspection on all new structures.*